

**CONFIDENTIAL**DDA SUMMARY

The DDA currently has 86% of its executive positions filled by officers considered to be fully qualified. There are 60 projected transfers to the Executive List for FY 1979 which would bring the fully-qualified pool up to an adequate number even after the 8 projected retirements/resignations.

In most cases, more than one candidate is listed for each projected vacancy. The DDA has had the highest rate of accuracy in projecting vacancies. It also has the highest ratio of developmental actions planned for officers on the Executive Development Roster, although only 60% of those planned for last year were achieved. The largest shortfall was in the internal training category.

The Executive Development Roster lists 50% of the population in grades GS-13 through GS-15. The only noticeable office-level exceptions are the Office of Security, which does not exceed 25% in any year, and the Office of Finance which goes to the other extreme and lists between 79% and 84% of the population at those grade levels. It appears that these aberrations originate in the grade structures of the offices. Although neither office has all of its executive positions currently staffed by fully-qualified officers, the Office of Security's EDR appears to be adequate to meet its staffing needs; the Office of Finance's roster appears to be excessive.

A review of EEO statistics for the DDA shows that it met its FY 78 goals and is significantly increasing its goals for FY 79. The notable exceptions are the Offices of Communication and Security which

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report no goals or achievements inasmuch as they do not have candidates at these grade levels. However, each has an active recruiting program which will increase representation at the GS-13 and above level in the future.

There are no specific recommendations for the DDA. The Directorate submission appears to be complete and balanced.

DDA OFFICE SUMMARIESPersonnel

Eleven vacancies are projected: 6 in FY 79 and 5 in FY 80. Several candidates are listed for those which do not already have approved nominees. All EEO goals were met for FY 78 and increases are planned for FY 79-81. Planning for the 79 individuals on the EDR appears to be good.

Medical Services

Three vacancies are projected in FY 79 and 2-3 candidates are named for each. The EDR lists  individuals, 12 of whom will continue in their present positions. OMS uses a formula for training requiring a certain number of hours per year without specifying courses. They have corrected last year's problem and have taken into account careerists who are not physicians.

Communications

Seventeen vacancies are projected: 14 in FY 79, 2 in FY 80, and 1 in FY 81. Only one candidate is listed for 16 of the vacancies, two for the remaining vacancy. Assignments and training for the 35 officers on the EDR appear to be good.

The office has no women and minorities at these grade levels to report as EEO goals and achievements. There is, however, an active recruiting program under way to correct this situation.

Training

Twenty-eight vacancies are projected: 16 in FY 79, 10 in FY 80, and 2 in FY 81. In most cases, more than one candidate is listed. For

one FY 80 GS-16 vacancy only GS-13 candidates are listed. Others appear reasonable. The planning for the  officers on the EDR appears to be good.

25X1

#### Security

Sixteen vacancies are projected: 7 in FY 79, 3 in FY 80, and 6 in FY 81. In most cases, 2-3 candidates are listed; some individuals are listed for several vacancies. Planning for the  officers on the EDR appears to be reasonable.

25X1

The office has no women and minorities at these grade levels to report as EEO goals and achievements. There is, however, an active recruiting program under way to correct this situation.

#### Logistics

Twenty-five vacancies are projected: 6 in FY 79, 11 in FY 80, and 8 in FY 81. Several candidates are listed for each position and those not yet fully qualified are so identified. Planning for the  officers on the EDR appears to be well-organized, with training identified as functional or management and as internal or external.

25X1

#### Data Processing

Nine vacancies are projected: 1 in FY 79, 4 in FY 80, and 4 in FY 81. Several candidates are listed for each vacancy. There are  officers on the EDR with several possible assignments and training courses listed for each, including technical conferences and seminars for all.

25X1

#### Finance

Eighteen vacancies are projected: 16 in FY 79 and 2 in FY 80. Several candidates are listed for each vacancy except where the selection

25X1

has already been made. Good training plans for the [ ] on the EDR and developmental assignments for [ ] of them.

25X1

MG

25X1

Twenty-three vacancies projected: 6 in FY 79, 9 in FY 80, and 8 in FY 81. Several candidates listed for most vacancies, with some individuals listed for several positions. Assignment and training planning for the [ ] on the EDR is excellent.

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DDA SUMMARY

Executive Positions (GS 15-17)

25X1

Projected Vacancies

FY 79  
FY 80  
FY 81\*

Accuracy of Last Year's Projection

Underestimated by 6

Executive List (GS 15-17)

25X1

Projected FY 79 Retirements/Resignations

GS 16-17

8

Projected Retirement Rate, GS-16 Up

16.1%

Executive Development Roster FY 79-81

25X1

GS-15  
GS-14  
GS-13

	<u>Number</u>	<u>% ODS</u>
GS-15	<input type="text"/>	64%
GS-14	<input type="text"/>	60%
GS-13	<input type="text"/>	39%

Ratio of Developmental Experiences to Officers  
on the EDR

2.3:1

% of Planned Developmental Experiences Achieved  
Last Year

60%

Ratio of Executive Development Roster to Executive  
Positions

\*Projecting vacancies for FY 81 was left to the option of each Career  
Service. DDA chose to identify only expected vacancies for FY 79  
and FY 80.

25X1

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